

MINUTES

STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, October 11th, 2022, 9:30 a.m.

Stillwater County Library

27 N 4th St

Columbus, MT 59019

To join the meeting via Zoom, please follow the link:

<https://us06web.zoom.us/j/89232668759?pwd=K3d6K3JUMTJJVzJBbTdqNmJVBuZSUT09>

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The board meeting was called to order at 9:39 a.m.

No public present.

Members Present: Lynda Grande, Chair; Kathleen Ralph, Joan Brownell, and Linda Halstead-Acharya were present from the Board. Jennifer Ball, Secretary was present. Robyn Lamoreaux was absent.

1. Approval of Minutes – September 13, 2022 – Linda moved to approve the minutes as amended. Joan seconded. Motion passed.
2. Communications
 - a. Trustee Training Sharing
 - i. Federation Task Force – The first meeting will be held November 10th.
 - ii. Federation meeting – Federation Task Force questions were asked by Tracy Cook during the meeting.
3. Financial reports – Discussion held regarding the approved budget.
4. Library Director's Report – See attached report.
5. Committee Updates
 - a. Budget – Nothing to report.
 - b. Hiring – Action Item: Kathleen moved to hire the marketing candidate at \$17 pending a positive reference check. Joan seconded. Motion passed.
 - c. Policy – To be formed in November.
6. Unfinished Business:
 - a. Foundation Update – Presentation by Cheryl Anderson on the progress of the foundation. The foundation board is working on a timeline, how fundraising will be conducted, and a library/foundation website. Sheri Fallang will serve as treasurer. Donations may be accepted once the paperwork is submitted with the IRS; however, donors will need to be informed that the donation is not tax deductible until the application is approved. Then donations will be retroactively tax deductible.

- b. Strategic Planning
 - i. Facilitator and Schedule – Haley Barker will serve as our facilitator once the library board and the director have done the prep work of completing a SWOT and vision statement. The first strategic planning meeting will be November 18th. A meeting with Haley will potentially take place in January. In the meantime, Jennifer will meet with various groups to share services we offer and gather community input.
7. New and Miscellaneous business:
 - a. Action Item: Extending Evening hours – Kathleen moved to increase the library's hours to 6:30 on Mondays and Tuesdays pending new staff being hired and fully trained. Joan seconded. Motion passed.
 - b. Thanksgiving and Christmas Closures – Linda moved to close the library Friday, November 25th and Saturday, December 24th for the Thanksgiving and Christmas holidays. Joan seconded. Motion passed.
 - c. Bookmobile – Discussion held and to be further addressed after research is completed.
 - d. Board Continuing Education – Plans will be made for continuing education based on details received from Colet Bartow of the Montana State Library.
8. Announcements

Next Meeting: November 18, 2022, 10:00 AM at Palladium Draughthaus.

9. Adjournment – The meeting was adjourned at 11:08 a.m.

To-Do's

- Kathleen to talk to Marlo regarding library advertising in the newspaper.
- Kathleen, Joan, and Linda to share event details with the newspaper and various groups.
- Linda to ask the Congregational Church about using the facility for Richard Ford's visit.
- Linda to contact Norm regarding groups to meet with.
- Lynda to contact Joe regarding meeting at Palladium
- Library Board and Jen to look at the Billings Public Library Foundation website and provided feedback to Cheryl.
- All to watch Tracy Cook's presentation about federations
- Jen to contact the Fords for additional details of the event.
- Jen to locate ELSA press release.
- Jen to locate webinar link for trustees.
- Jen to contact Colet Bartow regarding "rules" for trustee training.
- Jen to research the costs of a "bookmobile."
- Jen to correct axis labels on the circ trends chart
- Jen to contact Kajeet device possibilities – Absarokee Lending Library, daycares,
- Jen to contact Christine about linking the foundation website to the county page
- Jen to contact: Red Hat Ladies, Rapelje Café, Stock Growers Assn, Churches to meet with their various groups
 - Jen to invite the Foundation Board to the November meeting.

Director's Report

UPCOMING PROGRAMS:

Children's Offsite

Pam has re-established some programs that were put on hold.

Tuesday:

- Absarokee Elementary School -3rd Tuesdays: 12:30-1:15 (Grades K-5)
- Kids Club Learning Center: 11:00-11:30 (1st and 3rd Tuesdays)
- Fishtail School: 10:30-11:30 (2nd and 4th Tuesdays)
- Nye School: 2:00-2:45 (1st and 3rd Tuesdays)

Wednesday:

- ABC 123 Preschool: 9:15-9:45
- Cougar Cubs Preschool: 11:15-11:45

Thursday:

- Preschool @ Park City School 9:50-10:20
- Little Fishes 10:30-11:00
- Rapleje Elementary School 12:30-1:00 (1st Thursday– grades 3-4 and 4th Thursday - grades K-2)

Friday:

- Crossblades Homeschool Co-op: 9:20-10:10
- Park City School – 11:00-12:00
- Columbus Elementary 1:30-2:00 (Grade K)
- Columbus Elementary 2:30-3:00 (Grade 1)

Children's @ Stillwater County Library

- Every Wednesday, 10:00-11:00 Storytime and crafts at Stillwater County Library
- Saturday, October 1, 1:00-4:00: Kids' Dungeons and Dragons Ages 8+
- Wednesday, October 5, 10:00-11:00: Storytime with Patty Edwards
- Saturday, October 15, 1:00-4:00: Kids' Dungeons and Dragons Ages 8+
- Saturday, October 26, 1:00-4:00: Kids' Dungeons and Dragons Ages 8+
- Monday, October 31, 4:00-5:30: Trick or Treating!

Adult/Teens @ Stillwater County Library

- Saturday, September 24-Wednesday, October 5: During normal business hours: Fall Book Sale
- Saturday, October 8, 2:30-3:30: Wyoming Author, Mark Spragg reads from his new book and discusses voice in writing.
- Saturday, October 15, 10:30-11:30: Heritage Quest training with Yellowstone Genealogy Forum
- Saturday, October 15, 11:30-12:30: Book Page Pumpkin Craft, Ages 12+
- Tuesday, October 25, 6:30-8:00: MLN Virtual Program, Chris La Tray, Métis Storyteller. "The Day That Finally Came." Register at www.tinyurl.com/ChrisLaTray
- Saturday, November 5, time TBD: Dave Caserio, WordSongs: Bringing Poetry to Life with musical accompaniment performed by Devin Matthews

- Saturday, December 3, 10:30-12:00: Pulitzer Prize-winning author, Richard Ford. A reading and question/answer session followed by a time dedicated to writers.
- Saturday, January 14, 1:30-3:30: Authors Craig Lancaster and Elisa Lorello book talks and presentation, "Memory + Imagination = Fiction."

DISPLAYS:

- Artist, Ken Conger's Wildlife Photo Display
- **Kids:** Treat Yourself to a Good Book (Halloween books)
- **Adults/Kids:** Upcoming Events
- **Adults:** Meet the Author (Books by Mark Spragg, Dave Caserio, Richard Ford)
- **Adults:** TBD

Children's Themes: Trees, Bears, Pumpkins, Maps, Spookley, Farm, Fire Safety, Bats

LIBRARY BUSINESS:

ANNUAL REPORT:

Because September 22nd did not work to meet with the Commission, we need to select more possible dates for our "State of the Library" report. Thursdays work best for the Commissioners.

BUDGET:

Leonard provided a copy of the library's approved budget and revenue statement.

STAFF:

Intern: Jetta has continued to help out by working a few Saturdays where we need additional coverage.

Library Marketing and Administrative Coordinator: A promising candidate was interviewed. Her references are currently being checked.

Youth Programs Coordinator: Pam Aumueller has been hired as the new Youth Programs Coordinator. She dove right in and has reinstated programs that were temporarily halted. Her organizational/planning skills and rapport with the children are excellent, and she has been well received. What a wonderful addition to our team!

Clerk: A promising candidate has been interviewed for clerk. Her references have been checked and we are in the process of determining a schedule that might work for her before proceeding with the hiring process.

Jennifer: I attended the MLA Fall Retreat October 2-3 as well as the Public Library Division meeting and the MLA Board Fall board meeting. As part of the planning committee, I'm happy to report that the retreat was a success. There were 12 sessions and 42 attendees, along with ghost stories and a book club meeting in the pool. Some great ideas were gained for new

programs in our library. Next year, I, along with the senior co-chair of the Academic and Special Library Division will be the main organizers of the retreat.

I am scheduled to have sinus surgery on October 25th, which should stop my cycle of continuously being sick. The doctor would like me to recover at home for a full week, but I will return on October 31st, if possible. Susan has agreed to work the 25th and 27th and possibly the 31st and November 1st to help with coverage while I'm gone.

LIBRARY FOUNDATION: Cheryl, Sheri, and Jessica were invited to our October board meeting to provide a foundation update. Jessica is unable to make it, but Cheryl will be there. We have not heard from Sheri as of yet.

BUILDING:

Conference Room: Compunet was contacted again for an update on the backordered equipment. They stated it was just delivered, so we should have an installation date soon.

OUTREACH/SERVICES:

Heritage Quest Genealogy Database Access: This database is now up and running. A training workshop by Yellowstone Genealogy Forum for the database is scheduled for October 15th at 10:30 AM.

Art Display: Our first art display of local artists is now available for viewing. Wildlife Photographer, Ken Conger, has installed 4 pieces of wildlife photos. They are quite beautiful and should draw some attention.

Book Sale: The book sale was held September 24-October 5th. We sold 502 items for a total of \$558.06, which is \$1.11 per book. Our cost per book was higher than average, however the total sales was about a third of average. Due to the significant amount of work, next year we will focus on one sale in May with the hopes that we will have staffing to hold it at the Pavillion and, perhaps, with another event to draw more people in.

COLLECTION MAINTENANCE:

Stolen Devices: A patron who previously had an excellent borrowing history with us has failed to return a laptop and hotspot. After leaving the patron multiple phone messages that go to voicemail unreturned, the police were sent to attempt to collect the equipment. Officer Zachary reported that it appears this person has left town. Details will be given to the police department so a warrant can be issued. The hotspot has not been disabled yet because the state library is short-staffed, and there is no dedicated hot spot person. There is a transition in place that'll transfer the management of the devices to the individual libraries; however, it has been lengthy. The device will be disabled as soon as our library is given the capability to do so. Commissioner Hamilton was contacted via email to determine if the county does or can carry insurance on our devices, but no reply has been received.

GRANTS/DONATIONS:

KAJEET: Schools still have not responded to this opportunity. This is Jennifer's top priority next week.

Pattern Energy: There still has not been a reply from the Commission regarding the library being added to the State Procurement Office contract in order to order an AT& T hotspot.